

# KANIA SCHOOL OF MANAGEMENT

## COMMUNITY SERVICE WORK HOURS - VERIFICATION FORM

Congratulations! Giving back through community service is a meaningful way to make a difference. As part of the **Passport Program Basic Module**, the Kania School of Management requires students to complete at least **20 hours of community service** prior to graduation.

Completion of this form is a required step in fulfilling that requirement.

If you have participated in community service work, please complete the information below and have it verified by your supervisor. When finished, return the form to **Tamara Bautista, Brennan Hall 332**, for Passport Program credit consideration.

### Student Information

Name: \_\_\_\_\_ Royal ID: \_\_\_\_\_ Major: \_\_\_\_\_ Grad Year: \_\_\_\_\_

### Service Details

Date of Service	Organization	Type of Work Completed	Hours Worked	Supervisor Verification (Print Name & Sign)

Total Hours Completed: \_\_\_\_\_

### Student Certification

I certify that the hours listed above were completed as part of a community service initiative.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Year:** \_\_\_\_\_ **Term (check one):** ☐ Fall ☐ Intersession ☐ Spring ☐ Summer

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For Office Use Only:

Total Hours: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_